

Terms of Reference

Consultant for the identification and formulation of a nutrition programme in Cabo Delgado Province in Mozambique

Background

The Italian Development Cooperation has been active in Mozambique since its independence. Engaged in several areas, it focuses its action on education, health and rural development, implementing initiatives either directly or in partnership with Mozambican institutions, international organizations and Civil Society Organizations (CSOs). Since 2016, after the Italian Agency for Development Cooperation (AICS) was created, the Maputo Office is in charge for the Italian Development Cooperation's initiatives in Malawi and Zimbabwe too.

In this context, the Agency is currently in the process of identifying key interventions for 2020 and is therefore looking for a Consultant to identify key elements for the possible development of a three-year EUR 10 million programme focused on nutrition interventions, with a focus on Cabo Delgado Province.

In particular, the programme will aim at promoting balanced diets among children of school age (pre-primary, primary and secondary) in Cabo Delgado Province by ensuring the availability of nutritious and diversified school meals and improving nutrition awareness among the students and their communities. Furthermore, it will provide new economic opportunities to local producers by linking them with school canteens, while also strengthening their skills in sustainable agricultural practices. Finally, it will look at introducing innovative modalities to improve the management and monitoring of school feeding programmes so to enhance, in the long term, their financial sustainability and ability to adapt and evolve to changing needs.

Responsibilities

The consultancy will be organized in two phases as follows:

- Phase 1: Programme Strategy Identification and Formulation (20 days);
- Phase 2: Programme Proposal Development (approximately 35 days)

Phase 1. Programme Strategy Identification and Formulation

The Consultant will:

1. Conduct desk review of national strategies, policies, and programmes/projects related to nutrition education, school feeding in rural and urban areas in connection with agricultural value chains development (crop production, livestock and fisheries), with a specific focus on Cabo Delgado Province. This activity should also include a review of similar programmes/projects other countries, mainly in Africa, and should aim at identifying key lessons learned and good practices, including in their management and monitoring aspects;
2. Carry out a field mission in Mozambique (Maputo and Cabo Delgado);
3. Participate in consultations with national and provincial stakeholders (i.e. Ministry of Agriculture and Food Security, Ministry of Education, Ministry of Health, FAO, WFP, IFAD, private sector, etc.) to identify opportunities and challenges to the development of a programme oriented towards nutrition in schools, sustainable agricultural practices promotion and the development of rural-urban agricultural linkages;
4. Conduct market analysis for key agricultural value chains (crops, livestock and fisheries) instrumental for sustainable school feeding;
5. Produce a first draft of the concept note, in line with the structure provided by AICS (Annex I). The draft should include:
 - Analysis of current interventions and key stakeholders;
 - Identification of key programme interventions and delivery modalities (e.g. cash transfers, integrated monitoring system, etc.);
 - Proposed programme beneficiaries;

- Implementation modalities (e.g. multilateral, CSOs, etc.);
 - Brief description of programme proposal, also in light of current AICS-funded initiatives;
6. Organize a seminar with AICS and key stakeholders to present and discuss the proposed programme;
 7. Incorporate AICS comments to the concept note and develop the final draft.

Phase 2. Programme Proposal Development

The Consultant will be in charge of developing a programme proposal (including logframe, budget, M&E strategy, etc.), based on the programme strategy developed in the previous phase and the template provided by AICS. This phase will therefore involve:

1. Participation in consultations with national and provincial stakeholders;
2. Development of the programme proposal;
3. Organization of a seminar with key stakeholders to present and discuss the proposed programme;
4. Organization of an AICS internal seminar to present and discuss the proposed programme;
5. Incorporation of key comments and considerations in the draft programme proposal.

This phase is subject to the acceptance of Phase 1 outputs and the availability of funding for the programme.

Expected Outputs

Phase 1: Concept note, to be prepared in line with the template provided by AICS (see Annex I);

Phase 2: Programme document, to be prepared in line with the template provided by AICS.

Documents will be drafted in English.

Timelines

Activity – Phase 1	No. of working days
Desk review (home based)	2 days
Field work in Mozambique (Maputo and Cabo Delgado)	15 days
First draft of the concept note	2 days
Incorporation of AICS comments and final version of the concept note	1 day (approximately by 20 August 2019)

The timelines for phase 2 will be detailed at the time of contracting. This second phase, should the availability of funds for the programme be confirmed, is expected to end no later than in the first semester of 2020.

Minimum requirements

The applicant should have at minimum the following requirements:

Mandatory

- Not to exceed 67 years of age at the time of signing the contract and for its duration;
- At least a Master's degree in Development Studies, Social Sciences, Nutrition or related subjects;
- At least 7 years' relevant experience in the areas of nutrition education and monitoring, school feeding programmes, agricultural value chains development and programme/project proposal writing;
- Advanced use of a personal computer and word processing software, including rapid data entry keyboarding functions, databases, spreadsheets, email and be able to easily navigate the Internet;
- Good communication skills, both written and verbal, including the ability to deal with public authorities, administrators, and private sector representatives;
- Fluent in English and confident in Portuguese. Knowledge of Italian would be an asset;
- Ability to multitask, work under pressure, flexibility, cultural and environmental sensitivity, team work

skills;

Preferable

- Additional courses, PHD or any other academic qualification in the field of intervention;
- Knowledge of Italian;
- Previous experience in the region (Southern Africa), preferably in Mozambique, will be considered an asset;
- Previous experience in the sector of intervention would be consider an asset;
- Immediate availability for the assignment and deployment in field locations.

Remuneration

The expected comprehensive remuneration for phase 1 should not exceed EUR 16,000 (gross value) and will be determined based on the candidate's qualifications and experience.

The expected comprehensive remuneration for phase 2 should not exceed EUR 35,000 (gross value) and will be determined based on the candidate's qualifications and experience.

The Consultant shall be fully responsible for any tax and fiscal liabilities he/she may have in accordance with national laws applicable to him/her.

Payment Modalities

Payments will be made in full upon the delivery of the final draft of the outputs foreseen for each phase.

How to Apply

Interested candidates shall send the following documents as part of their application:

- CV Europass format (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>) in English;
- Declaration form, using the template provided in Annex II;
- Copy of passport

to maputo@aics.gov.it by **10th July 2019 at 17.00 (Maputo time)** indicating "**Application: Consultant for the identification and formulation of a nutrition programme in Cabo Delgado Province in Mozambique**" in the e-mail subject.

The applicants should also provide a telephone number and an email address for communications and must notify any change occurred after the submission of the application for this vacancy.

Please note that only complete applications received within the deadline will be accepted and considered.

Eligible candidates will be contacted for the interview that will be carried out in English. Only short-listed candidates will be informed of the results of the selection process.

Evaluation of Applications

The selection will be conducted by an Evaluation Commission, nominated by the Head of AICS in Maputo, according to the following criteria:

- Verification of the submission of required documentation (CV Europass format in English; declaration form; copy of passport);
- Verification of the possession of the mandatory and preferred requirements according to the documentation submitted by the candidate, with particular reference to the academic titles obtained and the professional experience gained (Max 70 points).

Candidates scoring at least 40 points will be included in a shortlist and will be invited for an interview (max 30 points). The interview will be carried out through audio/video connection (e.g. Skype), or at the premises of the AICS office in Maputo. No reimbursement will be granted to those travelling to Maputo for the interview.

Sede di Maputo

Candidates scoring at least 70 points at the end of the process will be included in the final list of endorsed candidates valid for a period of 12 months. The first five candidates will be engaged in negotiations.

The table below provides a summary of the evaluation points:

CANDIDATE PROFILE		70
Academic additional qualification	25	
Previous experience in the sector	25	
Italian language	5	
Previous experience in the region, preferably in Mozambique	10	
Immediate availability	5	
INTERVIEW		30
TOTAL		100

Privacy Clause

By submitting their applications, the candidates will give their unambiguous consent to the use of their personal data for the purpose of this selection process (Italian D. Lgs. 196/2003).

Protection Clause

AICS has the right to cancel or delay the recruitment process at any stage and at its own discretion.